



KING COUNTY COOK (HALFTIME)

DEPARTMENT OF ADULT & JUVENILE DETENTION / JUVENILE DIVISION

Hourly Rate Range: \$16.44 - \$20.86

Job Announcement No.: 04RM4030

OPEN: 5/17/04

CLOSE: 6/11/04 (reposted)

WHO MAY APPLY: This position is open to King County career service employees and the general public.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Division. Applications may be mailed or dropped off, however, please note that mail and drop off addresses are different. Application materials must be received by 4:30 p.m., or postmarked by the closing date. **Applications not received at the location specified may not be processed.**

Mailing Address: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, WA 98104.

Drop Off Location: KC DAJD Human Resources, King County Courthouse, 516 Third Ave., Room E-245, Seattle, WA.

FORMS AND MATERIALS REQUIRED: [A King County application form with data sheet](#) and the completed supplemental questionnaires (2). Also include a separate page detailing your work history and education/training as they apply to this position.

WORK LOCATION: Youth Services Detention Facility, located at 1211 E. Alder, Seattle, WA 98122.

WORK SCHEDULE: This halftime position Works 18 hours per week and is overtime eligible after 40 hours per week. Must be willing and able to work any shift, including weekends and holidays.

PRIMARY JOB DUTIES INCLUDE: These positions plan, prepare, bake and cook meals and oversee the serving and clean up of meals in a controlled juvenile detention security environment. The detention food service is a 24-hour, 7-day per week operation. Primary job functions include, but are not limited to:

1. Accurate, quality, large-scale/volume food preparation for regular and restricted diets, staff and other meals.
2. Preparation of bakery items.
3. Follow and enforce safety and sanitation rules at all times.
4. Write clear legible incident reports, concerning problems or emergency situations, as well as other reports and records that are accurate and complete.
5. Accurately read and follow menus and recipes, including written and verbal instructions.
6. Accurately portion and record servicing and meal distribution.
7. Operate all food service and other equipment, including ovens, grills, mixers, slicers, grinders, hot and cold buffet lines, tray line conveyor and dishwasher.
8. Maintain control and security of tools, utensils, knives and other controlled items.
9. Disassemble, clean sanitize and reassemble food service equipment.
10. Perform operator level maintenance on all food service equipment.
11. Properly lift and handle equipment, boxes and bags up to 50 pounds.

QUALIFICATIONS: Two years of full-time paid work experience in large quantity food preparation. Experience must be in a large-scale commercial, military or institutional setting with full meal service (minimum 150 persons per meal). Must be able to demonstrate ability to understand, speak, read and write the English language.

NECESSARY SPECIAL REQUIREMENTS: Must have a Food Handler's permit issued by the Seattle-King County Department of Public Health prior to appointment. The selected candidate must successfully complete a thorough background investigation process, including a polygraph examination.

NOTE: If you have previously failed the DAJD background investigation process within the past two years, your application will not be considered at this time.

UNION MEMBERSHIP: Positions in this classification are represented by Juvenile Detention Guild.

CLASS CODE: 1326

COOK (Half-time) / Juvenile Division
DEPARTMENT OF ADULT & JUVENILE DETENTION
QUESTIONNAIRE (Must Return with Application)

Please complete the application form and this supplemental questionnaire carefully and provide all requested information.

Name _____
Last First MI

Mailing Address _____
Street Apt.#

City State Zip

Phone: _____
Home Cell

PERMIT INFORMATION

Name of License License No. State Issuing License Expiration Date

Food Handler Permit _____

SKILLS INVENTORY

Check (x) the box that describes your ability to do the following activities based upon prior training and work experience:

<u>WORKING IN AN INSTITUTIONAL TYPE OF KITCHEN</u>	YES	NO
Prepare large volume meals (150 or more per meal)		
Prepare bakery items		
Follow menus and recipes to meet feeding requirements and schedules		
Perform cleaning as you go to maintain sanitary and safe conditions		
Disassemble and clean institutional-type food preparation equipment		
Follow and enforce safety and sanitation rules at all times		
Receive and check deliveries of food for correct quantities, damage, and spoilage.		
Accurately perform basic mathematical calculations such as addition, subtraction, etc.		
Operate material handling equipment		
Properly lift and handle equipment, boxes and bags up to 50 pounds		
Communicate effectively with coworkers		

NOTE: Please attach an additional, separate paper on which you explain and describe your work experience related to large quantity food service preparation and baking. Also include any special training or education in food service (describe duties/training in detail). THIS MUST BE RETURNED WITH YOUR APPLICATION.

**THIS MUST BE RETURNED WITH YOUR APPLICATION
COOK – JUVENILE DIVISION**

APPLICANT QUESTIONNAIRE

Name (print) _____ Date: _____

In order to apply for these positions, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. Dishonest answers will be ground for rejecting your application.

Do you have a current FOOD HANDLER'S PERMIT issued by the Health Department?	YES	NO
CAN YOU PASS A THOROUGH BACKGROUND INVESTIGATION? Applicants are required to pass a thorough investigation of their background, including a polygraph examination. This includes an investigation of conviction records, employment and education history, character and reputation in the community, etc. Applicants may be rejected for criminal behavior, drug use, or any indications in the areas listed.	YES	NO
HAVE YOU BEEN CONVICTED OF A FELONY AS AN ADULT?	YES	NO
HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED ANY OTHER CONTROLLED SUBSTANCE SUCH AS COCAINE, OPIATES, LSD, OR OTHER ILLEGAL, NON-PRESCRIPTION DRUGS WITHIN THE LAST FIVE YEARS?	YES	NO
HAVE YOU EVER COMMITTED ANY SERIOUS ILLEGAL ACTS (WHETHER OR NOT YOU WERE CAUGHT)? (This does not include crimes such as shoplifting a pack of gum as a juvenile.) Misdemeanors committed after the age of 18 will be screened on an individual basis.	YES	NO
HAVE YOU BEEN FREQUENTLY LATE OR ABSENT FROM WORK WITH YOUR CURRENT OR PAST EMPLOYERS?	YES	NO
HAVE YOU PREVIOUSLY FAILED OR WITHDRAWN FROM ANY PART OF A BACKGROUND INVESTIGATION?	YES	NO
HAVE YOU EVER BEEN TERMINATED OR RESIGNED IN LIEU OF A TERMINATION FROM ANOTHER CRIMINAL JUSTICE AGENCY?	YES	NO
ARE YOU WILLING TO UNDERGO A THOROUGH MEDICAL EXAMINATION, AND BACKGROUND INVESTIGATION, INCLUDING A POLYGRAPH, AS A CONDITION OF EMPLOYMENT?	YES	NO
CAN YOU TYPE AT LEAST 25 WPM ON THE COMPUTER KEYBOARD? (You may be tested for this skill, as well as mathematical ability.)	YES	NO

Signature

Date